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No. 69-2

17 February 1969

Minutes of the Procurement Officers' Meeting

3 February 1969

*File  
Proc. off  
min.*

PRESENT: John F. Blake, DD/L (Chairman)



1. Mr. Blake announced that, if agreeable with [redacted] every third meeting of this group will be held at the Headquarters Building. [redacted] agreed and offered to host the next meeting. The meeting is scheduled for 3 March 1969 and will be held in the DD/S&T Conference Room (6E60 Headquarters Building) at 10:30 a.m.

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2. [redacted] addressed the group on the objectives and progress of the survey of Government-Furnished Equipment (GFE). He noted the objectives as:

a. An accurate inventory of GFE in the possession of contractors as a result of Agency-sponsored contracts.

b. A realistic appraisal of the current value of GFE mentioned in subparagraph 2a above.

c. The actual utilization of the GFE cited in subparagraph 2a above.

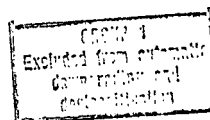
[redacted] noted that the Agency had [redacted] of GFE on the books as of 30 June 1968. This equipment is in the hands of 128 contractors, with 48 of these contractors possessing equipment valued at [redacted] or more. [redacted] mentioned that about [redacted] of GFE was in the process of return as of 1 January 1968. He was asked to report back on the actual return during the past 14 months. The Procurement Division is inspecting GFE in the possession of 20 contractors--10 under Headquarters auspices and 10 under the auspices of the [redacted]. The firms are listed on the attachment. The survey is scheduled for completion by 28 February 1969.

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3. [ ] presented a briefing on the subject of Letters of Intent. As a result of a memorandum from the Executive Director-Comptroller about the tardiness regarding this type of action, Contracting Officers were alerted to be very careful in the use of this instrument. The following rules were established:

- a. A specific time limit must be set for the establishment of the final contract.
- b. Any extension of the time limit set above must be fully justified.
- c. Clear records must be established for Technical and Contracting Officers in regard to their responsibilities for the contract.

4. [ ] discussed the reissue of the charter for the Contract Review Board. [ ] stated that each Deputy Director had provided his comments and that the Deputy Director for Support had released these comments to the other Deputy Directors. The matter is currently under review by the Contract Review Board. [ ] encouraged each Contracting Team leader to get together with his Directorate representative and exchange ideas on improvements in the Board charter.

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5. In regard to automated production of contract information:

a. Mr. Blake reviewed the organizational structure and responsibilities of the Support Information Processing System (SIPS) team now that it has become a task force under the direction of the Office of Computer Services and reports to the Assistant Deputy Director for Support. He explained that the relationship of [ ] to the SIPS effort is now more indirect and only relates to his position of senior automatic data processing advisor to the Deputy Director for Support.

b. [ ] commented that, short of a definite policy decision concerning the merger of ACORN and CONIF (the Contract Information Systems of the Directorate of Science and Technology and the Office of Logistics respectively) into one Agency system, the SIPS team is proceeding with the design of a system which would operate out of the separate data files of each existing system. This concept implies that data of interest to each system would be maintained by that user but, with the exception of certain sensitive data, could be shared by all users. Responsibilities for the input of each element of data need to be clearly defined in order to prevent input overlaps. Since such a system requires a common inquiry code or control number, the team is meeting with representatives of the Procurement Division and the Planning Staff on Wednesday, 5 February 1969, to present alternative proposals for such a number. The new system is being targeted for implementation by 1 July 1969.

6. [ ] provided a few general thoughts on liaison between the Contract Review Board and the Contracting Teams. [ ] cited the need for getting cases

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K1 to the Board early in order that he may provide each Board member with a contract brief at an early date. [ ] encouraged the appearance of technical personnel at the Board meetings, indicating at the same time that it was a Directorate responsibility to pick the best technical witness. [ ] mentioned that the Board membership was gradually learning the contracting system and is now better able to provide a contract review. 25X1

K1 7. Mr. Blake requested that [ ] present a briefing at the next meeting on the subject of the [ ] review. 25X1

[ ]  
Special Assistant  
to the Director of Logistics

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